

**SECRET**  
Classification

14

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140065-1  
REPORTS INVENTORY

DDS/CTR/155 - 13

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Annual Program Call: Budget Estimates

2. TYPE  
OF  
REPORT

☐ STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☐ TRAINING

☒

ADMIN. GENERAL

☐ LOGISTICS

☐ SECURITY

OTHER (specify)

☐ MEDICAL

☐ FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)  
Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Ex/-Dir-Compt Memo to all DDs  
(Oct each year)

10. PREPARING COMPONENT (include lowest level contributing information to report)

Branches of ISS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

6

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	12.80		2		25.60		1		25.60
14	11.00		8		88.00		1		88.00
13	9.10		8		72.80		1		72.80
11	6.50		8		52.00		1		52.00
10	5.80		4		23.20		1		23.20
8	4.90		40		196.00		1		196.00
7	4.50		8		36.00		1		36.00
5	3.60		3		10.80		1		10.80

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$504.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is the projected unit budget to read the goals set by management.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

MAN-HOURS

DOLLARS

0

STAT

16. DATE OF INVENTORY

9 OCT 1974

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Instructional Support Staff

18. EXTENSION